# _Procedures for Sharing MS Word Files Interoffice_

This procedure will alleviate the need to attach a file to an email and eliminate the process of converting files from Word to PDF to be shared with all users in the Board and Executive Offices. With your cooperation this will result in faster retrieval of the files by the recipient while saving an enormous amount of space on the email server.

After you have completed your document and you are ready to share it:

- **Click on File, Save As**

- **On "Save in:" use drop down arrow and select the X: drive**

- **Double click on Your Division**

- **Double click on GenOfcInfo folder or other folder you will be saving the document in.**

- **Type in the filename [never use spaces, slashes or extensions when naming your files but you can use the underscore key (_).]**

- **Launch Outlook**

- **If necessary, click on Tools, Options, and Select the Mail Format tab and make sure the "Use Microsoft Word to edit e-mail messages" is selected and click OK**

- **Initiate your new email completing the recipient and subject information.**

- **While your cursor is in the body of the email form, go to your tool bar and click on Insert and select Hyperlink**
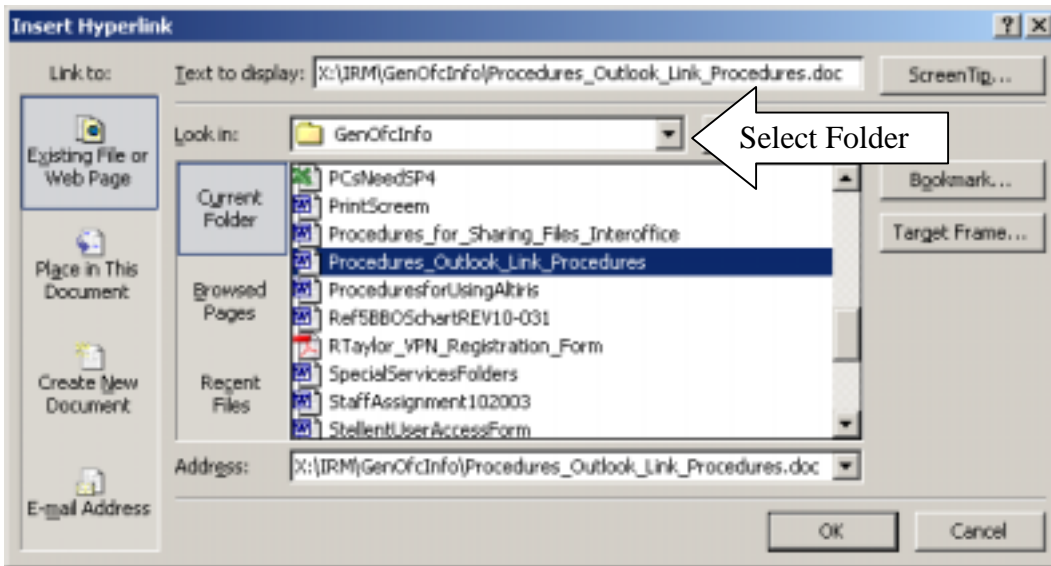
- **Using the drop down arrow to look in select eospublic$ on "bosfile01" (x :)**

- **Select your Division Folder [Folders created by your division to make file contributions]**

- **Select GenOfcInfo [Folder for office shared documents]**

- **Select the File Name**
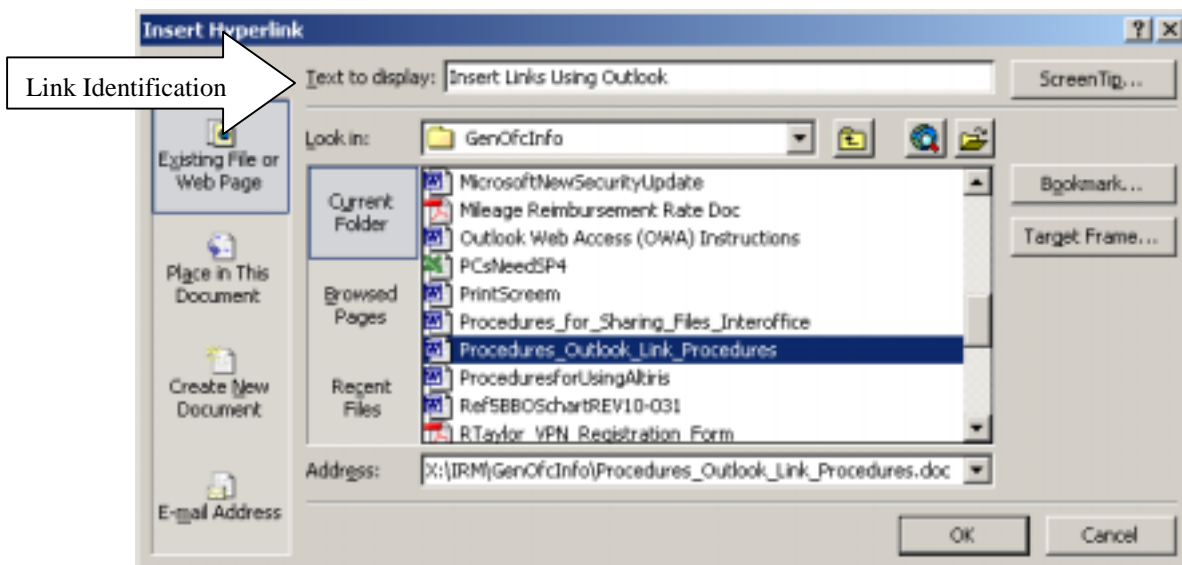
- **On Text to Display: Change the file name to better identify the link as something reasonable or just re-word the name of the file. See sample below on how email will look when you send it out.**

Testing Link... - Message (HTML)

| File | Edit | View | Insert | Format | Tools | Actions | Help |

Reply | Reply to All | Forward

From: Duran, Norma   Sent: Mon 12/29/2003 3:52 PM
To: Duran, Norma
Cc:
Subject: Testing Link...

Click on link below to review new instructions on sharing files:

Insert Links Using Outlook